Option I Catalog
4 March 2005 - 3 March 2010

WORLDWIDE FEDERAL SUPPLY SCHEDULE

Contract No. GS-23F-0041K

Authorized

Professional Engineering Services (PES) Schedule Price List

Prices Shown Herein are Net (discount deducted)

MTC Technologies
"Linking Imagination and Innovation"®

4032 Linden Avenue ● Dayton, OH 45432
Phone (937) 252-9199 ●·Fax (937) 258-3863 ● www.mtctechnologies.com

General Services Administration
Federal Supply Service

Professional Engineering Services Contract Catalog
Supplement Index

Supplement No.	GSA Contract/ Mod/Amend No.	Effective Date	Description
001	PS50	23 Jun 00	Deletes PES clause FCX-216-2, Performance Based Contracting. Replaced with I-FSS-60, Performance Incentives
002	FQ-05	19 Sep 01	Updates contract clause G-FSS-900-C, Contact for Contract Admin (Jun 2001)
003	FX-03	16 Jul 03	Reduces IFF to 0.75% effective 1 Jan 04. Revises the IFF and Sales Reporting clause.
004	FX-04	2 Dec 03	Deletes clauses C-FSS-370, I-FSS-598, 52.225-13, 52232-33. Adds clauses 52.204-7, 52.225-13 (Oct 2003), 52.232-33 (Oct 2003), 552.211-15, and C-FSS-370
005	PA-06	3 Aug 04	Changes company name from Modern Technologies Corporation to MTC Technologies, Inc.
006	PO-02	17 Nov 04	Extends expiration date to 15 Feb 05.
007	PO-03	16 Feb 05	Extends expiration date to 16 May 05
008	PS-01	3 Mar 05	Incorporates revised labor category descriptions. Changes business size to large business.
009	PO04	3 Mar 05	Incorporates economic price adjustment for Option I labor rates.
0010	PO05	4 Mar 05	Option I exercised effective 4 Mar 2005 – 3 Mar 2010

Note: All labor rates in this pricelist incorporate a 0.75% Industrial Funding Fee (IFF) IAW Modification FX-03 effective 1 Jan 2004.

General Services Administration

Federal Supply Service

Authorized Federal Supply Schedule Price List

On line access to contract ordering information, terms and conditions, up-todate pricing, and the option to create an electronic delivery order are available through GSA Advantage, a menu-driven database system. The INTERNET address for GSA Advantage is:
http://www.fss.gsa.gov

Title:	**Professional Engineering Services**
Federal Supply Group:	**87**
Class:	**871**
Special Item Numbers:	**871-1 871-2 871-3** **871-4 871-5 871-6**
Contract Number:	**GS-23F-0041K**

For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at http://www.fss.gsa.gov.

Contract Basic Period:	**17 Nov 1999 – 3 Mar 2005**
Option I Period:	**4 Mar 2005 – 3 Mar 2010**
Contractor:	**MTC Technologies, Inc.** **4032 Linden Avenue** **Dayton, Ohio 45432-3015**
Business Size:	**Large**
Telephone:	**Ph: (937) 252-9199**
FAX Number:	**Fax: (937) 258-3863**
Web Site:	**www.mtctechnologies.com**
Contract Administration:	**Gary Van Gorder**
E-mail:	**gary.vangorder@mtctechnologies.com**
Original Catalog:	**7 Jan 2000**
Catalog Revision 1:	**1 Jan 2004**
Option I Catalog:	**4 Mar 2005**

GSA/FSS
PROFESSIONAL ENGINEERING SERVICES

Table of Contents

GSA/FSS
PROFESSIONAL ENGINEERING SERVICES

CUSTOMER INFORMATION

1. Table of Awarded Special Item Numbers

2. Maximum Order:	$750,000.00
3. Minimum Order:	$100.00
4. Geographic Coverage:	Worldwide
5. Point(s) of Production:	To be negotiated
6. Discount from List Prices or Statement of Net Price:	Prices herein are net (discount deducted)
7. Other Discounts:	None
8. Prompt Payment Terms:	Net 30 days

9a. Government Purchase Cards are accepted <u>below</u> the Micropurchase Threshold

9b. Government Purchase Cards are accepted <u>above</u> the Micropurchase Threshold

10. Foreign Items:	None
11a. Time of Delivery:	Specified on the Task Order
11b. Expedited Delivery:	Contact Contractor
11c. Overnight and 2 Day Delivery:	Contact Contractor
11d. Urgent Requirements:	Contact Contractor
12. F.O.B. Points:	FOB Destination

13. Ordering Address:	MTC Technologies, Inc. 4032 Linden Avenue Dayton, Ohio 45432-3015
14. Payment Address:	MTC Technologies, Inc. P.O. Box 931116 Cleveland, Ohio 44193
15. Warranty Provision:	Contractor's standard commercial warranty
16. Export Packing Charges:	To be negotiated
17. Terms & Conditions of Government Purchase Card Acceptance:	No special terms & conditions apply
18. Terms & Conditions of Rental, Maintenance, and Repair:	Not Applicable
19. Terms and Conditions of Installation:	Not Applicable
20. Terms & Conditions of Repair Parts Indicating Date of Parts Price Lists and Any Discounts from List Prices:	Not Applicable
21. Lists of Service and Distribution Points:	Not Applicable
22. List of Participating Dealers:	Not Applicable
23. Preventive Maintenance:	Not Applicable
24a. Environmental Attributes:	Not Applicable
24b. Contractor Website URL:	http://www.mtctechnologies.com
25. Data Universal Number System (DUNS) Number:	11-034-1133
26. Notification Regarding Registration in Central Contractor Registration (CCR) Database:	MTC is registered in the CCR

General Services Administration
Federal Supply Service

Products and ordering information in this Authorized Professional Engineering Services Schedule Pricelist is also available on the GSA Advantage! System. Agencies can browse GSA Advantage! By accessing GSA's Home Page via Internet at www.gsa.gov.

GSA/FSS
PROFESSIONAL ENGINEERING SERVICES

SERVICES

Modern Technologies Corporation (*MTC*), a minority-owned Ohio corporation headquartered in Dayton, has over 20 years experience in engineering and technical services. Our initial expertise in providing weapon system acquisition support services to the Air Force was quickly expanded to provide a full range of program support services to diverse military and civilian organizations. Now comprised of over 2500 employees at 29 locations worldwide, our customer base includes DoD, NASA, other federal, state, and local agencies, and commercial industry. Visit our corporate website, www.modtechcorp.com, for a broad overview of ***MTC***, and our affiliates.

MTC offers a wide array of Engineering and Technical Services that focus on your specific needs. We help define your requirements and identify the appropriate solutions. We provide all resources including personnel, management, supplies, services, material, equipment, facilities and transportation for each task order.

As a GSA Professional Engineering Services Schedule contractor, ***MTC*** is qualified to offer Engineering and Technical Services in three primary engineering disciplines as well as various engineering sub-disciplines. These disciplines are listed below.

Primary Engineering Disciplines		
Civil	**Electrical**	**Mechanical**
Sub-Disciplines		
Construction Facility HVAC Telecommunication Utility Systems Transportation Systems	Air Crew Systems Air Traffic Control Systems Armament Systems Avionics Communications Computer Systems Comm/Computer Security Electromagnetic Compatibility Electronic Warfare Flight Systems Information Systems Logistics	Air Crew Systems Acoustic Aeronautical Aerospace Armament Systems Cryonics Fluid Dynamics Human Factors Industrial Logistics Low Observables Power Generation Process Propulsion Maintenance Systems

Primary Engineering Disciplines		
Civil	**Electrical**	**Mechanical**
Sub-Disciplines		
	Low Observables Navigation Nuclear Operations Research Power Generation Reliability & Maintainability Sensors Software Engineering Systems/Integration Systems Safety Telecommunications Training Systems	Material Management Reliability & Maintainability Structures Systems/Integration Systems Safety Training Systems Watercraft

GSA/FSS
PROFESSIONAL ENGINEERING SERVICES

SERVICES

MTC supports the development, acquisition, deployment, and sustainment of complex systems for the military and commercial markets. ***MTC*** has extensive engineering capabilities with applications ranging from our mobile field kitchens used in Operation Desert Storm to designing jet engine components. The following table lists a sampling of our services.

Typical Engineering Services	
Acquisition Management	Preliminary Engine Design
Budget and Cost Analysis	Privatization
Combat Vehicles	Probabilistic/ Thermal Structural Analyses
Combustion Analysis	Production Support
Computer Aided Design	Program Integration & Analysis
Computer Aided Engineering	Program & Project Management
Computer Aided Management	Rapid Prototype Development
Concept Development	Quality Assurance
Configuration/Data Management	Reliability & Maintainability
Diminishing Manufacturing Sources	Requirements Analysis
Demonstration and Validation	Resource Management & Analysis
Design/Specifications/Integration	Risk Management
Documentation	Reverse Engineering
Economic/Business Case Analysis	Signal Processing
Education and Training	Simulation and Modeling
Environmental Control	Site Development
Facilitation Services	Source Data Development
Failure Analysis	Source Data Validation
Independent Verification/Validation	Special Projects and Studies
Information Systems Engineering	Statistical Analysis
Information Services	Strategic Planning
ISO 9000 Certification	Subject Matter Expertise
Instrumentation	Support Services
Investigative Engineering Services	Sustainment Management
Life Cycle Cost Analysis/Estimating	Systems Engineering and Integration
Logistics	Technical Analysis
Material Handling Systems	Technical & Management Support
Migration Strategy	Technical Writing
Network Engineering	Telecommunications Engineering
Noise Modeling	Test and Evaluation Management
Numerical Propulsion	Testing of Engine Jet Components
Operation & Maintenance	Training - Management and Technical
Operational Safety, Suitability & Effectiveness	Value Engineering
Power Generation/Distribution	

GSA/FSS
PROFESSIONAL ENGINEERING SERVICES

SCOPE of WORK

SIN 871-1 STRATEGIC PLANNING FOR TECHNOLOGY PROGRAMS/ACTIVITIES

Services provided under this SIN involve the definition and interpretation of high-level organizational engineering performance requirements such as projects, systems, missions, etc., and the objectives and approaches to their achievement. Typical associated tasks include, but are not limited to an analysis of mission, program goals and objectives, requirements analysis, organizational performance assessment, special studies and analysis, training, privatization and outsourcing.

SIN 871-2 CONCEPT DEVELOPMENT AND REQUIREMENTS ANALYSIS

Services provided under this SIN involve abstract or concept studies and analysis, requirements definition, preliminary planning, the evaluation of alternative technical approaches and associated costs for the development or enhancement of high level general performance specifications of a system, project, mission or activity. Typical associated tasks include, but are not limited to requirements analysis, cost/cost-performance trade-off analysis, feasibility analysis, regulatory compliance support, technology conceptual designs, training, privatization and outsourcing.

SIN 871-3 SYSTEM DESIGN, ENGINEERING AND INTEGRATION

Services provided under this SIN involve the translation of a system (or subsystem, program, project, activity) concept into a preliminary and detailed design (engineering plans and specifications), performing risk identification/analysis/mitigation, traceability, and then integrating the various components to produce a working prototype or model of the system. Typical associated tasks include, but are not limited to computer-aided design, design studies and analysis, high level detailed specification preparation, configuration management and document control, fabrication, assembly and simulation, modeling, training, privatization and outsourcing.

SIN 871-4 TEST AND EVALUATION

Services provided under this SIN involve the application of various techniques demonstrating that a prototype system (subsystem, program, project or activity) performs in accordance with the objectives outlined in the original design. Typical associated tasks include, but are not limited to testing of a prototype and first article(s) testing, environmental testing, independent verification and validation, reverse engineering, simulation and modeling (to test the feasibility of a concept), system safety, quality assurance, physical testing of the product or system, training, privatization and outsourcing.

SIN 871-5 INTEGRATED LOGISTICS SUPPORT

Services provided under this SIN involve the analysis, planning and detailed design of all engineering specific logistics support including material goods, personnel, and operational maintenance and repair of systems throughout their life cycles. Typical associated tasks include, but are not limited to ergonomic/human performance analysis, feasibility analysis, logistics planning, requirements determination, policy standards/procedures development, long-term reliability and maintainability, training, privatization and outsourcing.

SIN 871-6 ACQUISITION AND LIFE CYCLE MANAGEMENT

Services provided under this SIN involve all of the planning, budgetary, contract and systems/program management execution functions required to procure and/or produce, render operational and provide life cycle support (maintenance, repair, supplies, engineering specific logistics) to technology-based systems, activities, subsystems, projects, etc. Typical associated tasks include, but are not limited to operation and maintenance, program/project management, technology transfer/insertion, training, privatization and outsourcing.

PROFESSIONAL ENGINEERING SERVICES SCHEDULE PRICELIST

MTC Technologies, Inc.

Option I Period

SIN #871-1
Strategic Planning for Technology Programs/Activities

		HOURLY LABOR RATES				
		Year 1	Year 2	Year 3	Year 4	Year 5
		4 Mar 05 - 3 Mar 06	4 Mar 06 - 3 Mar 07	4 Mar 07- 3 Mar 08	4 Mar 08 - 3 Mar 09	4 Mar 09 - 3 Mar 10
Labor Category		**RATE**	**RATE**	**RATE**	**RATE**	**RATE**
1	Project Leader	150.28	155.54	160.98	166.62	172.45
2	Engineer I	97.96	101.39	104.94	108.61	112.41
3	Engineer II	104.08	107.72	111.49	115.40	119.43
4	Engineer III	129.59	134.13	138.82	143.68	148.71
5	Engineer IV	140.82	145.75	150.85	156.13	161.59
6	Technical Specialist I	102.04	105.61	109.31	113.13	117.09
7	Technical Specialist II	104.08	107.72	111.49	115.40	119.43
8	Technical Specialist III	129.59	134.13	138.82	143.68	148.71
9	Technical Specialist IV	150.28	155.54	160.98	166.62	172.45
10	Analyst I	60.20	62.31	64.49	66.74	69.08
11	Analyst II	72.45	74.99	77.61	80.33	83.14
12	Analyst III	86.74	89.78	92.92	96.17	99.54
13	Analyst IV	111.23	115.12	119.15	123.32	127.64
14	Analyst V	131.63	136.24	141.01	145.94	151.05
15	Technician I	31.18	32.27	33.40	34.57	35.78
16	Technician II	44.09	45.63	47.23	48.88	50.59
17	Technician III	55.91	57.87	59.89	61.99	64.16
18	Secretary	34.41	35.61	36.86	38.15	39.49
19	Word Processor	30.11	31.16	32.25	33.38	34.55

Note 1: Labor Rates include 0.75% Industrial Funding Fee
Note 2: Required Travel is proposed and subsequently reimbursed IAW Joint Federal Travel Regulation

PROFESSIONAL ENGINEERING SERVICES SCHEDULE PRICELIST

MTC Technologies, Inc.

Option I

SIN #871-2
Concept Development and Requirements Analysis

		HOURLY LABOR RATES				
		Year 1	Year 2	Year 3	Year 4	Year 5
		4 Mar 05 - 3 Mar 06	4 Mar 06 - 3 Mar 07	4 Mar 07- 3 Mar 08	4 Mar 08 - 3 Mar 09	4 Mar 09 - 3 Mar 10
Labor Category		**RATE**	**RATE**	**RATE**	**RATE**	**RATE**
1	Project Leader	150.28	155.54	160.98	166.62	172.45
2	Engineer I	97.96	101.39	104.94	108.61	112.41
3	Engineer II	104.08	107.72	111.49	115.40	119.43
4	Engineer III	129.59	134.13	138.82	143.68	148.71
5	Engineer IV	140.82	145.75	150.85	156.13	161.59
6	Technical Specialist I	102.04	105.61	109.31	113.13	117.09
7	Technical Specialist II	104.08	107.72	111.49	115.40	119.43
8	Technical Specialist III	129.59	134.13	138.82	143.68	148.71
9	Technical Specialist IV	150.28	155.54	160.98	166.62	172.45
10	Analyst I	60.20	62.31	64.49	66.74	69.08
11	Analyst II	72.45	74.99	77.61	80.33	83.14
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18	Secretary	34.41	35.61	36.86	38.15	39.49
19	Word Processor	30.11	31.16	32.25	33.38	34.55

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Note 2: Required Travel is proposed and subsequently reimbursed IAW Joint Federal Travel Regulation

PROFESSIONAL ENGINEERING SERVICES SCHEDULE PRICELIST

MTC Technologies, Inc.

Option I

SIN #871-3
System Design, Engineering and Integration

		HOURLY LABOR RATES				
		Year 1	Year 2	Year 3	Year 4	Year 5
		4 Mar 05 - 3 Mar 06	4 Mar 06 - 3 Mar 07	4 Mar 07- 3 Mar 08	4 Mar 08 - 3 Mar 09	4 Mar 09 - 3 Mar 10
Labor Category		**RATE**	**RATE**	**RATE**	**RATE**	**RATE**
1	Project Leader	150.28	155.54	160.98	166.62	172.45
2	Engineer I	97.96	101.39	104.94	108.61	112.41
3	Engineer II	104.08	107.72	111.49	115.40	119.43
4	Engineer III	129.59	134.13	138.82	143.68	148.71
5	Engineer IV	140.82	145.75	150.85	156.13	161.59
6	Technical Specialist I	102.04	105.61	109.31	113.13	117.09
7	Technical Specialist II	104.08	107.72	111.49	115.40	119.43
8	Technical Specialist III	129.59	134.13	138.82	143.68	148.71
9	Technical Specialist IV	150.28	155.54	160.98	166.62	172.45
10	Analyst I	60.20	62.31	64.49	66.74	69.08
11	Analyst II	72.45	74.99	77.61	80.33	83.14
12	Analyst III	86.74	89.78	92.92	96.17	99.54
13	Analyst IV	111.23	115.12	119.15	123.32	127.64
14	Analyst V	131.63	136.24	141.01	145.94	151.05
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19	Word Processor	30.11	31.16	32.25	33.38	34.55

Note 1: Labor Rates include 0.75% Industrial Funding Fee
Note 2: Required Travel is proposed and subsequently reimbursed IAW Joint Federal Travel Regulation

PROFESSIONAL ENGINEERING SERVICES SCHEDULE PRICELIST

MTC Technologies, Inc.

Option I

SIN #871-4
Test and Evaluation

		HOURLY LABOR RATES				
		Year 1	Year 2	Year 3	Year 4	Year 5
		4 Mar 05 - 3 Mar 06	4 Mar 06 - 3 Mar 07	4 Mar 07- 3 Mar 08	4 Mar 08 - 3 Mar 09	4 Mar 09 - 3 Mar 10
Labor Category		**RATE**	**RATE**	**RATE**	**RATE**	**RATE**
1	Project Leader	150.28	155.54	160.98	166.62	172.45
2	Engineer I	97.96	101.39	104.94	108.61	112.41
3	Engineer II	104.08	107.72	111.49	115.40	119.43
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16	Technician II	44.09	45.63	47.23	48.88	50.59
17	Technician III	55.91	57.87	59.89	61.99	64.16
18	Secretary	34.41	35.61	36.86	38.15	39.49
19	Word Processor	30.11	31.16	32.25	33.38	34.55

Note 1: Labor Rates include 0.75% Industrial Funding Fee
Note 2: Required Travel is proposed and subsequently reimbursed IAW Joint Federal Travel Regulation

PROFESSIONAL ENGINEERING SERVICES SCHEDULE PRICELIST

MTC Technologies, Inc.

Option I

SIN #871-5
Integrated Logistics Support

		HOURLY LABOR RATES				
		Year 1	Year 2	Year 3	Year 4	Year 5
		4 Mar 05 - 3 Mar 06	4 Mar 06 - 3 Mar 07	4 Mar 07- 3 Mar 08	4 Mar 08 - 3 Mar 09	4 Mar 09 - 3 Mar 10
Labor Category		**RATE**	**RATE**	**RATE**	**RATE**	**RATE**
1	Project Leader	150.28	155.54	160.98	166.62	172.45
2	Engineer I	97.96	101.39	104.94	108.61	112.41
3	Engineer II	104.08	107.72	111.49	115.40	119.43
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5	Engineer IV	140.82	145.75	150.85	156.13	161.59
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7	Technical Specialist II	104.08	107.72	111.49	115.40	119.43
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9	Technical Specialist IV	150.28	155.54	160.98	166.62	172.45
10	Analyst I	60.20	62.31	64.49	66.74	69.08
11	Analyst II	72.45	74.99	77.61	80.33	83.14
12	Analyst III	86.74	89.78	92.92	96.17	99.54
13	Analyst IV	111.23	115.12	119.15	123.32	127.64
14	Analyst V	131.63	136.24	141.01	145.94	151.05
15	Technician I	31.18	32.27	33.40	34.57	35.78
16	Technician II	44.09	45.63	47.23	48.88	50.59
17	Technician III	55.91	57.87	59.89	61.99	64.16
18	Secretary	34.41	35.61	36.86	38.15	39.49
19	Word Processor	30.11	31.16	32.25	33.38	34.55

Note 1: Labor Rates include 0.75% Industrial Funding Fee
Note 2: Required Travel is proposed and subsequently reimbursed IAW Joint Federal Travel Regulation

PROFESSIONAL ENGINEERING SERVICES SCHEDULE PRICELIST

MTC Technologies, Inc.

Option I

SIN #871-6
Acquisition and Life Cycle Management

		HOURLY LABOR RATES				
		Year 1	Year 2	Year 3	Year 4	Year 5
		4 Mar 05 - 3 Mar 06	4 Mar 06 - 3 Mar 07	4 Mar 07- 3 Mar 08	4 Mar 08 - 3 Mar 09	4 Mar 09 - 3 Mar 10
Labor Category		**RATE**	**RATE**	**RATE**	**RATE**	**RATE**
1	Project Leader	150.28	155.54	160.98	166.62	172.45
2	Engineer I	97.96	101.39	104.94	108.61	112.41
3	Engineer II	104.08	107.72	111.49	115.40	119.43
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5	Engineer IV	140.82	145.75	150.85	156.13	161.59
6	Technical Specialist I	102.04	105.61	109.31	113.13	117.09
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9	Technical Specialist IV	150.28	155.54	160.98	166.62	172.45
10	Analyst I	60.20	62.31	64.49	66.74	69.08
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12	Analyst III	86.74	89.78	92.92	96.17	99.54
13	Analyst IV	111.23	115.12	119.15	123.32	127.64
14	Analyst V	131.63	136.24	141.01	145.94	151.05
15	Technician I	31.18	32.27	33.40	34.57	35.78
16	Technician II	44.09	45.63	47.23	48.88	50.59
17	Technician III	55.91	57.87	59.89	61.99	64.16
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19	Word Processor	30.11	31.16	32.25	33.38	34.55

Note 1: Labor Rates include 0.75% Industrial Funding Fee
Note 2: Required Travel is proposed and subsequently reimbursed IAW Joint Federal Travel Regulation

PROFESSIONAL ENGINEERING SERVICES

LABOR CATEGORY DESCRIPTIONS

The following labor category descriptions identify the three primary engineering disciplines as well as various engineering sub-disciplines listed on pages 3-4 of this catalog and apply to the primary types of Engineering and Technical Services on page 5 offered under Special Item No. 871-1 thru 871-6. These labor catagories support the development, acquisition, deployment, and sustainment of complex systems for the military and commercial markets. ***MTC*** has extensive engineering capabilities with applications across the entire life cycle of Major Weapons Systems.

Personnel Qualifications

The following paragraphs establish required qualifications for the corresponding labor categories. Each labor category write-up contains a narrative description of the most prevelant and typical aspects of the duties and responsibilities of each category. Please note that these are not all inclusive listings. *Specific customer needs may vary and task order requirements are stated accordingly.* Registration as a Professional Engineer within the State of principal execution of the task order, in the particular specialty, is considered equivalent to a Bachelor's degree. Equivalents to Bachelor's and Master's degrees are discussed in individual categories or as follows:

When a specific labor category defines an amount of years experience as a substitute for an educational degree, only one degree may be substituted for each defined experience period. If the number of years experience is not provided as a substitute for an educational degree in a labor category, then a minimum of five (5) additional years of specialized experience is required. If a request for substitution of two degrees is submitted, then ten (10) additional years of specialized experience (five for each degree) must be provided in the nominee's work experience documentation (resume). Additional degrees may also be considered as a substitute for a lack of required experience tenure. An additional degree may substitute for the lack of two or fewer required years of experience.

1. PROJECT LEADER

General Experience

This labor category requires extensive depth and breadth of knowledge in major field of specialization on pages 3 and 4. Broad knowledge in a number of areas of specialization. In-depth understanding of the integration required in the management of major Defense programs. Responsible for all aspects of performance, i.e., technical, contractual, administrative and financial. Consults with the customer to ensure conformity to contractual obligations. Establishes and maintains technical and financial controls to show progress of projects to management and customers. Organizes and assigns responsibilities to subordinates, oversees the successful completion of all assigned tasks, and assumes the initiative.

Functional Responsibility

Leads multi-disciplinary tasks or those which are the highest priority to the customer. Has capability to provide task direction across broad areas of responsibility. Normally conceives, plans and executes a wide variety of important projects requiring exploration of subject areas, definition of problems and development of novel, cost-effective approaches for resolution. Approves and releases preliminary and final reports. Maintains contact with a broad spectrum of customer personnel related to project goals, performance and strategies. Develops and approves project estimates and commits company resources to ensure accomplishment. Generally operates with wide latitude for unreviewed action or decision. Full responsibility for all personnel assigned to project teams. Exercises supervisory responsibility over senior company personnel engaged in broad range of task performance. Generally deals with senior personnel within customer organization. Often Initiates contacts with customers to refine customer needs in response to changes in dynamic environments. Interfaces with senior personnel in DoD, services, and other contractor organizations**.** Provides direction to subordinates based on general policies and management guidance. Work is reviewed upon completion for adequacy in meeting objectives. Interprets and executes policies and procedures that typically affect subordinate organizational units. Recommends modifications to operating policies. Accomplishes results through lower level subordinate supervisors, associate managers, or exempt professional staff who exercise significant latitude and independence in assignments. Functions as an advisor to a unit regarding tasks, projects, and operations. Ensures that projects are completed on schedule and within budget. Frequent contacts with internal personnel and outside customers and industry. Conducts briefings and participates in technical meetings for internal and external representatives concerning specific operations.

Minimum Education/Experience

Masters Degree and ten (10) years experience, Bachelors Degree and fifteen (15) years experience, or over twenty (20) years experience. Certification by a Professional Society or a Professional Engineer's License may be substituted for Bachelors and Masters Degrees, respectively.

2. ENGINEER I

General Experience

Provides engineering and related services. Possesses entry level knowledge in the particular area of engineering specialization on pages 3 and 4. Has general knowledge in the particular field of engineering or technical specialization with in-depth understanding of the latest developments in the field. Is capable of developing new and innovative applications of state of the art knowledge. Typical areas of engineering specialization include aeronautical, civil, electrical, mechanical and industrial. Duties for this labor category include but are not limited to the following areas of system and/or subsystem technical responsibilities: requirements definition, performance assessment, specification development, risk assessment/mitigation, computer-aided design/manufacturing tools, modeling/simulation, configuration/data management, product hardware and software testing, safety, quality assurance, logistics support, reliability and maintainability, and technology transfer/insertion.

Functional Responsibility

Generally performs routine engineering work on broader tasks assigned to an experienced engineer. Performs activities concerned with translation of customer requirements into product requirements used to design, develop, fabricate, test, and produce equipment, subsystems, and/or systems. Evaluates proposals or modifications for design feasibility and system compatibility. Develops or reviews specifications that establish product performance requirements. Conducts and supports trade-off studies with respect to engineering performance, effectiveness, cost, producibility, supportability, and risk. Conducts and supports evaluation of system test plans, and corresponding development costs. Assesses results of analyses and tests to determine compliance with product requirements. Works in highly specialized technical areas typically involving the latest technology and high complexity. These specialty areas, also characterized by a limited availability of qualified experts, include, but are not limited to, engineering disciplines such as software, computer resources, signal intelligence (SIGINT), low observables, radar, and engine and aircraft structural dynamics **.** Uses standards, techniques and procedures prescribed by supervisor. Carries out a series of engineering operations with limited exercise of judgment on details. Assists in preparing preliminary and draft final reports. May work alone, or as part of team, with responsibility for analysis of problems requiring high levels of engineering expertise. Generally deals with working level personnel within customer organization. Performs engineering planning, performance management, capacity planning, testing and validation, benchmarking. Develops and staffs engineering management plans. Supports project Engineers, as required. Analyzes and develops technical documentation detailing system performance.

Minimum Education/Experience

Bachelors Degree in appropriate engineering or scientific discipline or two (2) to four (4) years experience in engineering positions with some college. Certification by a Professional Society or a Professional Engineer's License may be substituted for Bachelors Degree.

3. ENGINEER II

General Experience

Provides advanced engineering and related services, generally as an integral component of a complete solution to identified customer requirements. General knowledge in the particular area of engineering specialization on pages 3 and 4. Competent in the application of standard analytical techniques within the field of specialization. Knowledge in the particular field of engineering or technical specialization with in-depth understanding of the latest developments in the field. Capable of developing new and innovative applications of state of the art knowledge. Typical areas of engineering specialization include aeronautical, civil, electrical, mechanical and industrial.

Functional Responsibility

Accomplishes engineering assignments of a relatively broad nature while exercising considerable judgment and originality. Develops objectives for specific elements of projects. Selects and applies standard engineering techniques and procedures to new situations. Independently evaluates, selects, and applies standard engineering or scientific techniques, procedures, and criteria, using judgment in making minor adaptations and modifications. Assignments have clear and specified objectives and require the investigation of a limited number of variables. Performance at this level requires developmental experience in a professional position. Receives instructions on specific assignment objectives, complex features, and possible solutions. Assistance is furnished on unusual problems and work is reviewed for application of sound professional judgment. Performs work which involves conventional types of plans, investigations, surveys, structures, or equipment with relatively few complex features for which there are precedents. Tasks usually include one or more of the following: equipment design and development, test, preparation of specifications, process study, research investigations, report preparation, and other activities of limited scope. Generates preliminary and draft final reports. Assists in the development of project estimates. Able to apply existing subject area knowledge base to project efforts. Generally assigned to tasks that are somewhat complex or defined portions of complex tasks. May work alone, or as part of team, with responsibility for analysis of problems requiring high levels of engineering expertise. Generally deals with working level and mid-level personnel within customer organization. Serves as required to provide technical representation to solution and customer focused integrated product teams, and may provide inputs to integrated master plans and integrated master schedules.

Minimum Education/Experience

Masters Degree, Bachelors Degree in appropriate engineering or scientific discipline and two (2) years experience or five (5) to eight (8) years experience in engineering positions with some college. Certification by a Professional Society or a Professional Engineer's License may be substituted for Bachelors and Masters Degrees, respectively.

4. ENGINEER III

General Experience

Provides advanced engineering and related services, generally as an integral component of a complete solution to identified customer requirements. High level of technical competence and analytical skill. Broad knowledge in the particular field of engineering or technical specialization on pages 3 and 4 with in-depth understanding of the latest developments in the field. Capable of developing new and innovative applications of state of the art knowledge.

Functional Responsibility

Assigned to complex tasks which require application of a broad spectrum of the knowledge base of the area of specialization. Often serves as group leader on small projects with full responsibility for technical and project direction of work group. Works toward defined project objectives. Develops work plans and project internal controls. Defines task objectives and supporting schedules. Generates preliminary and final reports. Develops major portions of project estimates. Presents findings on tasks to customer personnel. Develops project estimates. Generally deals with mid-level and senior personnel within customer organization. Initiates customer contacts to present and discuss specific approaches to meeting customer needs. Operates with appreciable latitude for unreviewed action or decision. . Performs activities concerned with translation of customer requirements into product requirements used to design, develop, fabricate, test, and produce equipment, subsystems, and/or systems. Evaluates proposals or modifications for design feasibility and system compatibility. Develops or reviews specifications that establish product performance requirements. Conducts and supports trade-off studies with respect to engineering performance, effectiveness, cost, producibility, supportability, and risk. Conducts and supports evaluation of integrated product development plans, system test plans, and corresponding development costs. Assesses results of analyses and tests to determine compliance with product requirements. Serves as required to provide technical representation to solution and customer focused integrated product teams, and may provide inputs to integrated master plans and integrated master schedules.

Minimum Education/Experience

Masters Degree and two (2) years experience, Bachelors Degree in appropriate engineering or scientific discipline and six (6) years experience or over ten (10) years experience in engineering positions with some college. Certification by a Professional Society or a Professional Engineer's License may be substituted for Bachelors and Masters Degrees, respectively.

5. ENGINEER IV

General Experience

Provides advanced engineering and related services, generally as an integral component of a complete solution to identified customer requirements. Extremely high level of technical competence and analytical skill. Expert knowledge in the particular field of engineering or technical specialization on pages 3 and 4 with in-depth understanding of the latest developments in the field. Capable of developing new and innovative applications of state of the art knowledge.

Functional Responsibility

Generally assigned as team leader on complex tasks requiring significant interaction of various technical disciplines. Develops overall project goals and project team structure for significant tasks. Has full technical responsibility for interpreting, organizing, executing and coordinating aspects within broad objectives and limits. Approves preliminary and final reports. Develops project estimates. Progress reviews generally focus on attainment of goals and quality of output product. May work alone, or as part of team, with responsibility for analysis of problems requiring extremely high levels of engineering expertise. Generally deals with mid-level and senior personnel within customer organization. Initiates customer contacts to present and discuss specific approaches to meeting customer needs. Provides administrative and technical direction to personnel within the technical area. Provides solutions to highly unusual and extremely difficult and/or broad scientific, engineering, technical, and management problems, requiring a high level of technical ability. Directs the technical activities of large groups of lower level personnel. Provides analytical/informational briefings and reports to upper management levels. Has interdisciplinary knowledge of two or more of the following areas: engineering, physical sciences, computer science, economics, human behavior, and life cycle analyses. Expert in a specific discipline and knowledgeable in the business environment. Works with personnel at the highest level of an organization s management. Represents the organization in interfacing with customers. Plans and performs engineering research, design development, manufacturing initiatives, system implementation and deployment, and other assignments in conformance with design, engineering and customer specifications. Serves as required to provide technical representation to solution and customer focused integrated product teams, and may provide inputs to integrated master plans and integrated master schedules.

Minimum Education/Experience

Masters Degree and five (5) years experience, Bachelors Degree in appropriate engineering or scientific discipline and ten (10) years experience or over twenty (20) years experience in engineering positions with some college. Certification by a Professional Society or Professional Engineer's License may be substituted for Bachelors and Masters Degrees, respectively.

6. TECHNICAL SPECIALIST I

General Experience

Provides specialized technical and related services, generally as an integral component of a complete solution to identified customer requirements. Intense and diversified knowledge in the particular field of specialization on pages 3 and 4 with in-depth understanding of the latest development in the field. Capable of developing new and innovative applications of state of the art knowledge. Duties for this labor category include but are not limited to the following areas of system and/or subsystem technical responsibilities: requirements definition, performance assessment, specification development, risk assessment/mitigation, computer-aided design/manufacturing tools, modeling/simulation, configuration/data management, product hardware and software testing, safety, quality assurance, logistics support, reliability and maintainability, and technology transfer/insertion.

Functional Responsibility

Performs work under general direction concerning matters within his/her field of specialization. Assists in collecting and organizing information required for preparation of user s manuals, training materials, installation guides, proposal and other reports and deliverables. Assists in the preparation of studies, plans and analyses in support of internal and external customers. May conduct in-depth research in support of studies and analyses. Presents and discusses specific approaches to meeting customer needs. Generally deals with mid level personnel or other recognized technical experts within the customer organization. Serves as required to provide technical representation to solution and customer focused integrated product teams, and may provide inputs to integrated master plans and integrated master schedules.

Minimum Education/Experience

Masters Degree in an appropriate discipline or Bachelors Degree with two (2) years experience in the field of specialization. In some cases, employee may not have a college degree but have significant experience of four (4) years or more.

7. TECHNICAL SPECIALIST II

General Experience

Provides specialized technical and related services, generally as an integral component of a complete solution to identified customer requirements. High level of technical competence and analytical skill. Expert level knowledge in the particular area of specialization on pages 3 and 4 with in-depth understanding of the latest developments in the field. Capable of developing new and innovative applications of state of the art knowledge. Duties for this labor category include but are not limited to the following areas of system and/or subsystem technical responsibilities: requirements definition, performance assessment, specification development, risk assessment/mitigation, computer-aided design/manufacturing tools, modeling/simulation, configuration/data management, product hardware and software testing, safety, quality assurance, logistics support, reliability and maintainability, and technology transfer/insertion.

Functional Responsibility

Performs work under general direction concerning matters within his/her field of specialization. Supports configuration management of hardware and software. Edits functions, system specifications, user's manuals, special reports, or any other customer deliverables and documents. Supports security planning and execution. Progress reviews focus on status and quality of output product. Works under general direction, independently, or as part of team, with responsibility for analysis of problems which are at the edge of the state of the art or involve significant complexity. Assists in the preparation of studies, plans and analyses in support of internal and external customers. May conduct in-depth research in support of studies and analyses. Presents and discusses specific approaches to meeting customer needs. Generally deals with mid level personnel or other recognized technical experts within the customer organization. Serves as required to provide technical representation to solution and customer focused integrated product teams, and may provide inputs to integrated master plans and integrated master schedules.

Minimum Education/Experience

Masters Degree in an appropriate discipline or Bachelors Degree with four (4) years experience in the field of specialization. In some cases, employee may not have a college degree but have significant experience of six (6) years or more.

8. TECHNICAL SPECIALIST III

General Experience

Provides specialized technical and related services, generally as an integral component of a complete solution to identified customer requirements. High level of technical competence and analytical skill. Expert level knowledge in the particular area of specialization on pages 3 and 4. Intense and diversified knowledge in the particular field of specialization with in-depth understanding of the latest developments in the field. Capable of developing new and innovative applications of state of the art knowledge. Duties for this labor category include but are not limited to the following areas of system and/or subsystem technical responsibilities: requirements definition, performance assessment, specification development, risk assessment/mitigation, computer-aided design/manufacturing tools, modeling/simulation, configuration/data management, product hardware and software testing, safety, quality assurance, logistics support, reliability and maintainability, and technology transfer/insertion.

Functional Responsibility

Performs work under general direction concerning matters within his/her field of specialization. Progress reviews focus on status and quality of output product. Works under general direction, independently, or as part of team, with responsibility for analysis of problems which are at the edge of the state of the art or involve significant complexity. Assists in the preparation of studies, plans and analyses in support of internal and external customers. May conduct in-depth research in support of studies and analyses. Presents and discusses specific approaches to meeting customer needs. Generally deals with mid-level and senior personnel or other recognized technical experts within the customer organization. Serves as required to provide technical representation to solution and customer focused integrated product teams, and may provide inputs to integrated master plans and integrated master schedules.

Minimum Education/Experience

Masters Degree in an appropriate discipline or Bachelors Degree with six (6) years experience in the field of specialization. In some cases, employee may not have a college degree but have significant experience of eight (8) years or more.

9. TECHNICAL SPECIALIST IV

General Experience

Provides specialized technical and related services, generally as an integral component of a complete solution to identified customer requirements. High level of technical competence and analytical skill. Expert level knowledge in the particular area of specialization on pages 3 and 4. Intense and diversified knowledge in the particular field of specialization with in-depth understanding of the latest development in the field. Capable of developing new and innovative applications of state of the art knowledge. Preeminent in his/her field. Duties for this labor category include but are not limited to the following areas of system and/or subsystem technical responsibilities: requirements definition, performance assessment, specification development, risk assessment/mitigation, computer-aided design/manufacturing tools, modeling/simulation, configuration/data management, product hardware and software testing, safety, quality assurance, logistics support, reliability and maintainability, and technology transfer/insertion.

Functional Responsibility

Performs special engineering planning and life cycle support and analysis functions relevant to systems acquisition planning, management and lifecycle support. Develops, reviews, coordinates, edits, analyzes, and interprets planning documents, engineering data, manuals, drawings, standards and specifications, other documentation, and supporting data and systems relative to their appropriate use and application. Reviews, evaluates, and interprets draft regulations, policy/procedure documents, and standards and specifications. Plans, coordinates, conducts and/or supports technical and program reviews, in-process reviews, data validation and verifications, and other meetings and prepares presentations and minutes as required. Gathers, verifies, and records data, and d populates and maintains program management, scheduling, and engineering databases and information systems to track progress, action items, program and engineering changes. May direct the activities of lower-level personnel, as required. Performs work under broad direction concerning matters within his/her field of specialization. Progress reviews focus on status and quality of output product. Works under general direction, independently, or as part of team, with responsibility for analysis of problems which are at the edge of the state of the art or involve significant complexity. Assists in the preparation of studies, plans and analyses in support of internal and external customers. May conduct in-depth research in support of studies and analyses. Presents and discusses specific approaches to meeting customer needs. Generally deals with senior level personnel or other recognized technical experts within the customer organization. Serves as required to provide technical representation to solution and customer focused integrated product teams, and may provide inputs to integrated master plans and integrated master schedules.

Minimum Education/Experience

Masters Degree in an appropriate discipline or Bachelors Degree with eight (8) years experience in the field of specialization. In some cases, employee may not have a college degree but have significant experience of ten (10) years or more.

10. ANALYST I

General Experience

Provides analytical and related services, generally as an integral component of a complete solution to identified customer requirements. Entry level knowledge in the particular area of specialization on pages 3 and 4 with in-depth understanding of the latest developments in the field. Duties for this labor category include but are not limited to the following areas of system and/or subsystem responsibilities: requirements definition, performance assessment, specification development, risk assessment/mitigation, computer-aided design/manufacturing tools, modeling/simulation, configuration/data management, product hardware and software testing, safety, quality assurance, logistics support, reliability and maintainability, and technology transfer/insertion.

Functional Responsibility

Generally performs routine work on broader tasks assigned to an experienced analyst or engineer. Uses standards, techniques and procedures prescribed by supervisor. Assigned to non-complex tasks or specifically defined portions of complex tasks. Carries out a series of tasks with limited exercise of judgment on details. Assists in preparing preliminary and final reports. Generally deals with working level personnel within customer organization. Assists in the development of project estimates. Typical areas of specialization include: acquisition management, resource management, logistics, manufacturing, configuration management, data management, and test and evaluation. Supports engineering design and prototype development for products and processes through fabricating, assembling, and testing electrical, mechanical, and software systems, subsystems and components using technical documentation ranging from draft engineering sketches and procedures to formal design packages and manuals. Supports experiments, including laboratory and field testing through set up, operation and maintenance of systems, subsystem and components and their test and support equipment. Performs troubleshooting and repair as required. Gathers data and provides inputs to engineering reports and technical analyses as required. Generally works under supervision of engineers and project managers. Higher level technicians may supervise lower level technicians and assigned staff. May perform other duties as required. Serves as required to provide representation to solution and customer focused integrated product teams, and may provide inputs to integrated master plans and integrated master schedules.

Minimum Education/Experience

Bachelors Degree in appropriate discipline or one (1) year experience with some college. Certification by a Professional Society may be substituted for Bachelors Degree.

11. ANALYST II

General Experience

Provides analytical and related services, generally as an integral component of a complete solution to identified customer requirements. General knowledge in the particular field of specialization on pages 3 and 4 . High level of technical competence and analytical skill. Knowledge in the particular field of technical specialization. Duties for this labor category include but are not limited to the following areas of system and/or subsystem responsibilities: requirements definition, performance assessment, specification development, risk assessment/mitigation, computer-aided design/manufacturing tools, modeling/simulation, configuration/data management, product hardware and software testing, safety, quality assurance, logistics support, reliability and maintainability, and technology transfer/insertion.

Functional Responsibility

Accomplishes data gathering and analysis in assigned area of responsibility under detailed supervision. Assists in preparing material for inclusion in preliminary and final reports. Maintains limited contact with customer working level personnel related to defined tasks. Duties are routine and instructions are usually detailed. Generally assigned to non-complex tasks or specifically defined portions of complex tasks. May work alone, or as part of team, with responsibility for analysis of problems requiring high levels of technical expertise. Generally deals with working level personnel within customer organization. Typical areas of specialization include: acquisition management, resource management, logistics, manufacturing, configuration management, data management, and test and evaluation. Applies specialized knowledge of PES-related primary disciplines and functional specialties in areas of assignments for strategic planning for high technology programs, concept development and requirements analysis, or acquisition and life cycle management services. Requires the modification and extension of existing methods and may require the use of advanced techniques. Plans and conducts work requiring judgment in the evaluation, selection, and adaptation and/or modification of methodologies and tools. Normally receives guidance or consults with senior consultants or functional specialists on unusual or complex problems. Serves as required to provide representation to solution and customer focused integrated product teams, and may provide inputs to integrated master plans and integrated master schedules.

Minimum Education/Experience

Bachelors Degree in appropriate discipline or two (2) to four (4) years experience with some college. Certification by a Professional Society may be substituted for Bachelors Degree.

12. ANALYST III

General Experience

Provides analytical and related services, generally as an integral component of a complete solution to identified customer requirements. High level of technical competence and analytical skill. Expert knowledge in the particular field of technical specialization on pages 3 and 4 with in-depth understanding of the latest developments in the field. Competent in the application of standard analytical techniques within the field of specialization. Duties for this labor category include but are not limited to the following areas of system and/or subsystem technical responsibilities: requirements definition, performance assessment, specification development, risk assessment/mitigation, computer-aided design/manufacturing tools, modeling/simulation, configuration/data management, product hardware and software testing, safety, quality assurance, logistics support, reliability and maintainability, and technology transfer/insertion.

Functional Responsibility

Accomplishes assignments of a relatively broad nature while exercising considerable judgment and originality. Develops objectives for specific elements of projects. Performs analyses in the appropriate functional area including project/program management, systems engineering, business analysis, financial analysis, manufacturing, logistics, systems functional analysis, quality management, organizational planning, configuration/data management, scheduling, and other technical, administrative, or program management disciplines. Independently makes decisions on problems and methods and resolves important technical questions through the use of advanced techniques and the extension or modification of standard practices. Conducts analysis and evaluation or design of unique and complex tasks through the development of new and improved methods and procedures. Accomplishes assignments by defining requirements, developing criteria, searching for information, developing concepts, and controlling allocated resources. Selects and applies standard techniques and procedures to new situations. Generates preliminary and draft final reports. Generally deals with working level and mid-level personnel within customer organization. Assists in the development of project estimates. Able to apply existing subject area knowledge base to project efforts. Generally assigned to tasks that are somewhat complex or defined portions of complex tasks. May work alone, or as part of team, with responsibility for analysis of problems requiring high levels of technical expertise. Typical areas of specialization include: acquisition management, resource management, logistics, manufacturing, configuration management, data management, and test and evaluation. Serves as required to provide representation to solution and customer focused integrated product teams, and may provide inputs to integrated master plans and integrated master schedules.

Minimum Education/Experience

Masters Degree in appropriate discipline, Bachelors Degree and two (2) years experience or five (5) to eight (8) years experience with some college. Certification by a Professional Society may be substituted for Bachelors Degree.

13. ANALYST IV

General Experience

Provides analytical and related services, generally as an integral component of a complete solution to identified customer requirements. High level of technical competence and analytical skill. Expert knowledge in the particular field of technical specialization on pages 3 and 4 with in-depth understanding of the latest developments in the field. Applies existing knowledge in field of specialization to a wide variety of unique and new situations. Uses general rules to develop specific applications to obtain required project objectives.

Functional Responsibility

Generally assigned to complex tasks. Has the responsibility for performing and/or managing the conduct of complex analyses in the appropriate functional area including project/program management, systems engineering, business analysis, financial analysis, manufacturing, logistics, systems functional analysis, quality management, organizational planning, configuration/data management, scheduling, and other technical, administrative, or program management disciplines. Independently makes decisions on problems and methods and resolves important technical questions through the use of advanced techniques and the extension or modification of standard practices. Conducts analysis and evaluation or design of unique and complex tasks through the development of new and improved methods and procedures. Accomplishes assignments by defining requirements, developing criteria, searching for information, developing concepts, and controlling allocated resources. Works toward defined project objectives. Develops work plans and project internal controls. Provides leadership on small group effort tasks. Serves as group leader on small projects with full responsibility for technical and project direction of work group. Operates with appreciable latitude for unreviewed action or decision. May direct one or more phases of major project with responsibility for planning and progress review. Devises new approaches to problems encountered while working on projects under general supervision. Defines task objectives and supporting schedules. Generates preliminary and final reports. Develops major portions of project estimates. Presents findings on tasks to customer personnel. Generally deals with mid-level and senior personnel within customer organization. Often initiates new contacts to obtain data required for task accomplishment. Typical areas of specialization include: acquisition management, resource management, logistics, manufacturing, configuration management, data management, and test and evaluation. Serves as required to provide representation to solution and customer focused integrated product teams, and may provide inputs to integrated master plans and integrated master schedules.

Minimum Education/Experience

Masters Degree in appropriate discipline and two (2) years experience, Bachelors Degree and six (6) years experience or ten (10) years experience with some college. Certification by a Professional Society may be substituted for Bachelors Degree.

14. ANALYST V

General Experience

Provides analytical and related services, generally as an integral component of a complete solution to identified customer requirements. Extremely high level of technical competence and analytical skill. Expert knowledge in the particular field of technical specialization on pages 3 and 4 with in-depth understanding of the latest developments in the field. Capable of developing new and innovative solutions. Duties for this labor category include but are not limited to the following areas of system and/or subsystem technical responsibilities: requirements definition, performance assessment, specification development, risk assessment/mitigation, computer-aided design/manufacturing tools, modeling/simulation, configuration/data management, product hardware and software testing, safety, quality assurance, logistics support, reliability and maintainability, and technology transfer/insertion.

Functional Responsibility

Generally assigned as team leader on complex tasks or those requiring significant interaction of various technical disciplines. Works under broad direction concerning general project and business goals. Plans, organizes, directs, and conducts strategic planning for high technology programs, concept development and requirements analysis, or acquisition and life-cycle management tasks in problem areas of extensive scope and complexity. The problems are difficult to define, and may require novel approaches and the use of sophisticated techniques. Has extensive technical responsibility for interpreting, organizing, executing, and coordinating assignments, including the direction of other staff. Develops overall project goals and project team structure for significant tasks. Has full technical responsibility for interpreting, organizing, executing and coordinating aspects within broad objectives and limits. Approves preliminary and final reports. Develops project estimates. May work alone, or as part of team, with responsibility for analysis of problems requiring extremely high levels of technical or managerial expertise. Generally deals with mid-level and senior personnel within customer organization. Initiates customer contacts to present and discuss specific approaches to meeting customer needs. Provides administrative and technical direction to personnel within the technical area. Typical areas of specialization include: acquisition management, resource management, logistics, manufacturing, configuration management, data management, and test and evaluation. Serves as required to provide representation to solution and customer focused integrated product teams, and may provide inputs to integrated master plans and integrated master schedules.

Minimum Education/Experience

Masters Degree in appropriate discipline and five (5) years experience, Bachelors Degree and ten (10) years experience, or over fifteen (15) years experience. with some college. Certification by a Professional Society may be substituted for Bachelors Degree.

15. TECHNICIAN I

General Experience

Provides technician level support, often (but may depend on customer requirements) generally in the form of assistance to other engineers, technical specialists, and/or analysts, generally as an integral component of a complete solution to identified customer requirements. High level of technical competence. Expert knowledge in the particular field of technical specialization on pages 3 and 4. Applies existing knowledge in field of specialization to a wide variety of unique and new situations.

Functional Responsibility

Performs a variety of activities, which involve standard procedures. Gathers and manipulates common data, verifies adequacy and appropriateness; develops charts, diagrams, and standard reports. In technical or production positions, may also set up and operate standard electronic or mechanical equipment used to develop, produce and/or test products or process data. Impact to overall activity limited to immediate functional area. General supervision with instructions given for routine work and detailed instructions for new lines of work or special assignments. Accomplishes tasks of relatively broad nature while exercising considerable judgment and originality. Develops objectives for specific elements of projects. Selects and applies standard techniques and procedures to technical problems. Designs and prepares technical reports and related documentation, charts and graphics to record results. Prepares and delivers presentations and briefing. Generally deals with working level personnel within customer organization. Typical areas of specialization include: acquisition management, resource management, logistics, manufacturing, configuration management, data management, and test and evaluation.

Minimum Education/Experience

Bachelors Degree or two (2) to four (4) years experience with some college. Certification by a Professional Society may be substituted for Bachelors Degree.

16. TECHNICIAN II

General Experience

Provides technician level support, often (but may depend on customer requirements) generally in the form of assistance to other engineers, technical specialists, and/or analysts, generally as an integral component of a complete solution to identified customer requirements. High level of technical competence. Expert knowledge in the particular field of technical specialization on pages 3 and 4. Applies existing knowledge in field of specialization to a wide variety of unique and new situations.

Functional Responsibility

Accomplishes tasks of relatively broad nature while exercising considerable judgment and originality. Researches assignments, processes, and analyzes data and may develop recommendations. Competently uses computers and other systems to access, maintain, and manipulate data. May provide leadership, direction to lower level employees. In technical or production positions, may determine methods, operations, and sequences; develops and/or modifies products and equipment to requirements. Contributes to and supports the completion of major organization activity. Limited supervision. No instructions are needed on routine work, and only general instructions are given on new lines of work or special assignments. Develops overall project goals and project team structure for significant tasks. Full technical responsibility for interpreting, organizing, executing and coordinating team efforts. Selects and applies standard techniques and procedures to technical problems. Prepares technical reports and related documentation, charts and graphics. Prepares and delivers presentations and briefings. Provides administrative and technical direction to personnel within the technical area. Interfaces with working level personnel within customer organization. Typical areas of specialization include: acquisition management, resource management, logistics, manufacturing, configuration management, data management, and test and evaluation.

Minimum Education/Experience

Masters Degree in appropriate discipline, Bachelors Degree and two (2) years experience or five (5) to eight (8) years specialized experience. Certification by a Professional Society may be substituted for Bachelors Degree.

17. TECHNICIAN III

General Experience

Provides technician level support, often (but may depend on customer requirements) generally in the form of assistance to other engineers, technical specialists, and/or analysts, generally as an integral component of a complete solution to identified customer requirements. Broad knowledge in a number of areas of specialization on pages 3 and 4. Extremely high level of technical competence. In-depth understanding of the management of major Defense programs. Capable of developing new and innovative solutions.

Functional Responsibility

Generally assigned as team leader on complex tasks or those requiring significant interaction of various technical disciplines. Works under broad direction concerning general project and business goals. Approves and releases preliminary and final reports. Develops and approves project estimates. Analyzes requirements for special projects and recommends methods and processes to accomplish. Conducts research and assists in investigational studies. Supports the design/development of new or modified equipment or methods/systems for improved performance through analysis and checkout. Evaluates and resolves calibrating and troubleshooting problems. Leads and mentors others and lower level employees, may assign work and schedule workflow. Minimal supervision. Work may be done without established procedures. Leads and mentors others and lower level employees, may assign work and schedule workflow. May work alone, or as part of team, with responsibility for analysis of problems requiring extremely high levels of technical or managerial expertise. Generally deals with mid-level and senior personnel within customer organization. Initiates customer contacts to present and discuss specific approaches to meeting customer needs. Provides administrative and technical direction to personnel within the technical area. Typical areas of specialization include: acquisition management, resource management, logistics, manufacturing, configuration management, data management, and test and evaluation. Serves as required to provide technical representation to solution and customer focused integrated product teams, and may provide inputs to integrated master plans and integrated master schedules.

Minimum Education/Experience

Masters Degree in appropriate discipline and two (2) years experience, Bachelors Degree and six (6) years experience, or over ten (10) years specialized experience. Certification by a Professional Society may be substituted for Bachelors Degree.

18. SECRETARY

General Experience

Accomplished in the office environment. Knowledge of general and specific office procedures, unique style requirements of information prepared for DoD, and typing skills of 70 words per minute. Experience with dictation or transcription equipment. Extensive use of personal computers and skilled in typical user applications. Familiar with spreadsheet and database management applications.

Functional Responsibility

Normally serves as secretary to supervisor of small organizational unit (fewer than 25 people) or to non-supervisory staff specialist, administrative officer or assistant or skilled technician. Performs word processing activities and complex word processing assignments. Makes decisions that have some influence on the work flow in the word processing unit based upon well-established procedures and policies. Performs data translations and protocol conversions using some independent judgment to carry out assignments. Maintains communications with customers to ensure the planning, scheduling, and coordination of word processing activities are on schedule. Develops solutions to difficult problems and provides guidance to other word processors on technical issues. Requires working knowledge of Microsoft Word for Windows, PowerPoint. Performs varied secretarial duties including or comparable to most of the following: accomplishes typing utilizing word processor, filing and general clerical functions on specific assigned tasks. Screens telephone calls, visitors and incoming correspondence for information on office procedures. Reviews correspondence. Utilizes dictation or transcription equipment. Generally responsible for complex tasks and may supervise others in performing complex tasks. May exercise supervision of others. Receives general guidance on task requirements. Expected to define task requirements and self-initiate performance. Specializes in coordinating and planning office administration support. Understands and provides documentation planning and support, project administration, general office support, executive secretarial support, human resource planning, event planning and administration, office relocation planning, etc required in changing office environments.

Minimum Education/Experience

High School diploma with some college or business school and typing/secretarial skills.

19. WORD PROCESSOR

General Experience

Knowledge of general office procedures and typing skills at minimum of 70 words per minute. Familiarity with personal computers and word processing applications. Capability to adapt to different word processing systems and language is required.

Functional Responsibility

Accomplishes typing, filing and general clerical functions on specific assigned tasks. Generally responsible for complex word processing tasks in environments with changing requirements and tight time constraints. Researches assignments, processes, and analyzes data and may develop recommendations. Competently uses computers and other systems to access, maintain, and manipulate data. In technical or production positions, may determine methods, operations, and sequences; develops and/or modifies products and equipment to requirements. Limited supervision. No instructions are needed on routine work, and only general instructions are given on new lines of work or special assignments.

Minimum Education/Experience

High School diploma with typing/office skills.

GSA/FSS
PROFESSIONAL ENGINEERING SERVICES

INFORMATION FOR ORDERING OFFICES

MTC provides engineering services needed to meet the requirements of the primary engineering disciplines (PED) described in the GSA/FSS Professional Engineering Services Schedule. Specific engineering tasks are described in relation to each SIN. Any non-professional services requested must be incidental to and in direct support of the proposed professional services.

1. SCOPE

a. The prices, terms and conditions stated under Special Item Number 871 Professional Engineering Services apply exclusively to Engineering Services within the scope of this PES Schedule.

b. The Contractor shall provide services at the Contractor's facility and/or at the Government location, as agreed to by the Contractor and the ordering office.

2. STATISTICAL DATA

For Government Ordering Office Completion of Standard Form 279:

Block 9: G. Order/Modification Under Federal Schedule

Block 16: Contractor Establishment Code (DUNS): 12-252-59911

Block 30: Type Contractor - C. Small Business

Block 31: Woman-Owned Small Business - No

Block 34: RESERVED

Block 36: Contractor's Taxpayer Identification Number: (TIN) 31-1150875

3. CAGE CODE: 9J721

4. ORDERING PROCEDURES

Procedures for Services Priced on GSA Schedules at Hourly Rates:

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for services that are priced on Schedule at hourly rates. These special ordering procedures take precedence over the procedures in FAR 8.404.

The GSA has determined that the rates for services contained in the contractor's price list applicable to this schedule are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform the specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

When ordering services, ordering offices shall –

I. Prepare a Request for Quotes:

A. A performance-based statement of work that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.

B. A request for quotes should be prepared which includes the performance-based statement of work and requests the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials quote may be requested. The firm-fixed price shall be based on the hourly rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.

C. The request for quotes may request the contractors, if necessary or appropriate, to submit a project plan for performing the task and information on the contractor's experience and/or past performance performing similar tasks.

D. The request for quotes shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical acceptability of responses.

II. Transmit the Request for Quotes to Contractors:

A. Based upon an initial evaluation of catalogs and price lists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, hourly rates and other factors such as contractors' locations, as appropriate).

B. The request for quotes should be provided to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request for quotes should be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

III. Evaluate quotes and select the contractor to receive the order:

After responses have been evaluated against the factors identified in the request for quotes, the order should be placed with the schedule contractor that represents the best value and results in the lowest overall cost alternative (considering price, special qualifications, administrative costs, etc.) to meet the Government's needs.

The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts.

When establishing BPAs ordering offices shall -

Inform contractors in the request for quotes (based on the agency's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.

A. Single BPA: Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs should be awarded the BPA.

B. Multiple BPAs: When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedures in II.B above, and then place the order with the Schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs.

IV. Review BPAs periodically. Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value (considering price, special qualifications, etc.) and results in the lowest overall cost alternative to meet the agency's needs.

V. The ordering office should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.

VI. When the ordering office's requirement involves both products as well as professional services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the greatest value in terms of meeting the agency's total needs.

VII. The ordering office, at a minimum, should document orders by identifying the contractor the services were purchased from, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

Procedures for Ordering Other Services Available on schedule at Fixed Prices for Specifically Defined Services or Tasks:

The ordering procedures set forth at FAR 8.404 should be used for those services based on fixed prices. The Contractor is advised that based on the specific task identified at the task order level, it may use Clause 552.238-76, Price Reduction, to provide a proposed fixed price to the agency to more accurately reflect the actual work required.

I. Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering offices need not seek further competition, synopsize the requirement, make a separate determination of fair and reasonable pricing, or consider small business set-asides in accordance with subpart 19.5. GSA has already determined the prices of items under schedule contracts to be fair and reasonable. By placing an order against a schedule using the procedures outlined below, the ordering office has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the Government's needs.

A. Orders Placed at or Below the Micro-purchase Threshold:

Ordering offices can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.

B. Orders Exceeding the Micro-purchase Threshold but not exceeding the Maximum Order Threshold:

Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the service offered under MAS contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency's needs. In selecting the service representing the best value, the ordering office may consider— (I) special features of the service that are required in effective program performance and that are not provided by a comparable service; and (ii) past performance.

C. Orders Exceeding the Maximum Order Threshold

Each schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering office to seek a price reduction. In addition to following the procedures in paragraph b, above, and before placing an order that exceeds the maximum order threshold, ordering offices shall--

(i) Review additional Schedule Contractors' catalogs/pricelists or use the "GSA Advantage!" on-line shopping service;

(ii) Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors); and

(iii) After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

NOTE: For orders exceeding the maximum order threshold, the Contractor may:

(a) Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations);

(b) Offer the lowest price available under the contract; or

(c) Decline the order (orders must be returned in accordance with FAR 52.216-19).

(1) Blanket Purchase Agreements (BPAs)

The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering offices may use BPAs to establish accounts with Contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.

(2) Price Reductions

In addition to the circumstances outlined in paragraph (3), above, there may be instances when ordering offices will find it advantageous to request a price reduction. For example, when the ordering office finds a schedule service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering office the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual agency for a specific order.

(3) Small Business

For orders exceeding the micro-purchase threshold, ordering offices should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.

(4) Documentation

Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an agency requirement in excess of the micro-purchase threshold is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding

consideration of a product manufactured by another company, the ordering office shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the agency's needs.

Special Provisions for Task Orders:

Agencies may incorporate provisions in their task order that are essential to their requirements (e.g., security clearances, hazardous substances, special handling, key personnel, etc.). These provisions, when required, will be included in individual task orders. Any cost necessary for the contractor to comply with the provision(s) will be included in the task order proposal, unless otherwise prohibited by law.

5. ORDER

a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.

b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

6. PERFORMANCE OF SERVICES

a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering office.

b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering office.

c. The Agency should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

d. Any Contractor travel required in the performance of PES must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed.

e. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

7. INSPECTION OF SERVICES

The Inspection of Services–Fixed Price (AUG 1996) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection–Time-and-Materials and Labor-Hour (JAN 1986) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

8. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character.

9. RESPONSIBILITIES OF THE GOVERNMENT

Subject to security regulations, the ordering office shall permit Contractor access to all facilities necessary to perform the requisite PES.

10. INDEPENDENT CONTRACTOR

All PES performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the Government.

11. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

"Contractor" means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

"Contractor and its affiliates" and "Contractor or its affiliates" refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An "Organizational conflict of interest" exists when the nature of the work to be performed under a proposed Government contract, without some restriction on activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor's or its affiliates' objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the Government, ordering offices may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

12. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT/EC services. Progress payments may be authorized by the ordering office on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

13. PAYMENTS

For firm-fixed price orders the Government shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts (Alternate I (APR 1984)) at FAR 52.232-7 applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts (FEB 1997) (Alternate II (JAN 1986)) at FAR 52.232-7 applies to labor-hour orders placed under this contract.

14. RESUMES

Resumes shall be provided to the GSA Contracting Officer or the user agency upon request.

15. INCIDENTAL SUPPORT COSTS

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering agency in accordance with the guidelines set forth in the FAR.

16. APPROVAL OF SUBCONTRACTS

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

17. BLANKET PURCHASE AGREEMENTS (BPAs)

Federal Acquisition Regulation (FAR) 13.201(a) defines Blanket Purchase Agreements (BPAs) as "…a simplified method of filling anticipated repetitive needs for supplies or services by establishing 'charge accounts' with qualified sources of supply." The use of Blanket Purchase Agreements under the Federal Supply Schedule Program is authorized in accordance with FAR 13.202(c)(3), which reads, in part, as follows:

"BPAs may be established with Federal Supply Schedule Contractors, if not inconsistent with the terms of the applicable schedule contract."

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up "accounts" with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature. See the Suggested Format, contained in this Schedule Pricelist, for customers to consider when using this purchasing tool.

18. CONTRACTOR TEAM ARRANGEMENTS

Federal Supply Schedule Contractors may use "Contractor Team Arrangements" (see FAR 9.6) to provide solutions when responding to a customer agency requirements. The policy and procedures outlined in this part will provide more flexibility and allow innovative acquisition methods when using the Federal Supply Schedules. See the additional information regarding Contractor Team Arrangements in this Schedule Pricelist.

Federal Supply Schedules
Blanket Purchase Agreement

The use of Blanket Purchase Agreements under the Federal Supply Schedule Program has been permitted for a long time. Check Federal Acquisition Regulation (FAR) 13.203-1(f): "BPA's may also be established with Federal Supply Schedule contracts...".

For BPA's, agencies are empowered and encouraged to seek further price reductions.

Teaming Arrangements may be incorporated into your BPA! Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with FAR 9.6.

SIMPLIFIED ACQUISITION PROCEDURES
BLANKET PURCHASE AGREEMENTS

FAR 13.2 provides the following procedures for establishing a BPA under the Simplified Acquisition Procedures:

The Contracting Officer may use a BPA when there is:

- A need for a wide variety of items, but the exact items, quantities and delivery requirements are not known in advance.

- A need for commercial sources of supply for one or more offices that do not have purchase authority exists.

- To reduce the administrative burden of writing numerous purchase orders.

- Contracting Officers must contact Vendors to negotiate the terms and conditions of the BPA.

BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE
(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act
(Agency) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) _____.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the **Government that works better and costs less**.

Signatures

AGENCY	DATE	CONTRACTOR	DATE

BPA NUMBER_____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s)_____, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (Ordering Agency):

(1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER	***SPECIAL BPA DISCOUNT/PRICE**
_____	_____
_____	_____

(2) Delivery:

DESTINATION	**DELIVERY SCHEDULE/DATES**
_____	_____
_____	_____

(3) The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

(4) This BPA does not obligate any funds.

(5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.

(6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE	**POINT OF CONTACT**
_____	_____
_____	_____

(7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

(8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

(a) Name of Contractor;

(b) Contract Number;

(c) BPA Number;

(d) Model Number or National Stock Number (NSN);

(e) Purchase Order Number;

(f) Date of Purchase;

(g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and

(h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

BASIC GUIDELINES FOR USING "CONTRACTOR TEAM ARRANGEMENTS"

Federal Supply Schedule Contractors may use "Contractor Team Arrangements" (see FAR 9.6) to provide solutions when responding to a customer agency requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions or the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customers needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules "Team Solution" to meet the customer's requirement.
- Customers make a best value selection.